

Auditing Procedures Report

*=Required Fields

Reset Form

Issued under Public Act 2 of 1968, as amended. (V1.07)

Unit Name	Hart Area Public Library	County	OCEANA	Type	LIBRARY	MuniCode	64-8-001
Opinion Date-Use Calendar	Sep 29, 2008	Audit Submitted-Use Calendar	Sep 30, 2008	Fiscal Year End Month	03	Fiscal Year	2008

If a local unit of government (authorities & commissions included) is operating within the boundaries of the audited entity and is NOT included in this or any other audit report, nor do they obtain a stand-alone audit, enclose the name(s), address(es), and a description(s) of the authority and/or commission.

Place a check next to each "Yes" or non-applicable question below. Questions left unmarked should be those you wish to answer "No."

<input checked="" type="checkbox"/> <input type="checkbox"/>	1. Are all required component units/funds/agencies of the local unit included in the financial statements and/or disclosed in the reporting entity notes to the financial statements?
<input checked="" type="checkbox"/> <input type="checkbox"/>	2. Does the local unit have a positive fund balance in all of its unreserved fund balances/unrestricted net assets?
<input checked="" type="checkbox"/> <input type="checkbox"/>	3. Were the local unit's actual expenditures within the amounts authorized in the budget?
<input checked="" type="checkbox"/> <input type="checkbox"/>	4. Is this unit in compliance with the Uniform Chart of Accounts issued by the Department of Treasury?
<input checked="" type="checkbox"/> <input type="checkbox"/>	5. Did the local unit adopt a budget for all required funds?
<input checked="" type="checkbox"/> <input type="checkbox"/>	6. Was a public hearing on the budget held in accordance with State statute?
<input checked="" type="checkbox"/> <input type="checkbox"/>	7. Is the local unit in compliance with the Revised Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, and other guidance as issued by the Local Audit and Finance Division?
<input checked="" type="checkbox"/> <input type="checkbox"/>	8. Has the local unit distributed tax revenues, that were collected for another taxing unit, timely as required by the general property tax act?
<input checked="" type="checkbox"/> <input type="checkbox"/>	9. Do all deposits/investments comply with statutory requirements including the adoption of an investment policy?
<input checked="" type="checkbox"/>	10. Is the local unit free of illegal or unauthorized expenditures that came to your attention as defined in the Bulletin for Audits of Local Units of Government in Michigan, as revised (see Appendix H of Bulletin.)
<input checked="" type="checkbox"/> <input type="checkbox"/>	11. Is the unit free of any indications of fraud or illegal acts that came to your attention during the course of audit that have not been previously communicated to the Local Audit and Finance Division? (If there is such activity, please submit a separate report under separate cover.)
<input type="checkbox"/> <input type="checkbox"/>	12. Is the local unit free of repeated reported deficiencies from previous years?
<input checked="" type="checkbox"/> <input type="checkbox"/>	13. Is the audit opinion unqualified?
	14. If not, what type of opinion is it? <input type="text" value="NA"/>
<input checked="" type="checkbox"/>	15. Has the local unit complied with GASB 34 and other generally accepted accounting principles (GAAP)?
<input checked="" type="checkbox"/> <input type="checkbox"/>	16. Has the board or council approved all disbursements prior to payment as required by charter or statute?
<input checked="" type="checkbox"/> <input type="checkbox"/>	17. To your knowledge, were the bank reconciliations that were reviewed performed timely?
<input checked="" type="checkbox"/> <input type="checkbox"/>	18. Are there reported deficiencies?
<input checked="" type="checkbox"/>	19. If so, was it attached to the audit report?

General Fund Revenue:	<input type="checkbox"/> \$ 375,923.00
General Fund Expenditure:	<input type="checkbox"/> \$ 327,693.00
Major Fund Deficit Amount:	\$ 0.00

General Fund Balance:	<input type="checkbox"/> \$ 569,782.00
Governmental Activities Long-Term Debt (see instructions):	<input type="checkbox"/> \$ 780,000.00

We affirm that we are certified public accountants (CPA) licensed to practice in Michigan. We further affirm the above responses have been disclosed in the financial statements, including the notes, or in the Management Letter (reported deviations).

CPA (First Name)	Jodi	Last Name	DeKuiiper	Ten Digit License Number	1101021180		
CPA Street Address	711 W. Main Street	City	Fremont	State MI	Zip Code 49412	Telephone	+1 (231) 924-6890
CPA Firm Name	Hendon & Slate, P.C.	Unit's Street Address	415 S. State Street	Unit's City	Hart	Unit's Zip	49420

**HART AREA PUBLIC LIBRARY
OCEANA COUNTY, MICHIGAN**

FINANCIAL STATEMENTS

March 31, 2008

TABLE OF CONTENTS

List of Principal Individuals.....	1.....
Independent Auditor's Report.....	2.....
Management's Discussion and Analysis.....	3 - 5.....
Governmental Funds Balance Sheet/Statement of Net Assets.....	6.....
Statement of Governmental Revenue, Expenditures, and Changes in Fund Balance/Statement of Activities.....	7.....
Notes to the Financial Statements.....	8 - 17.....
Supplemental Information	
Budgetary Comparison Schedule - General Fund.....	18.....

HART AREA PUBLIC LIBRARY

Library Board

<u>Appointed Official</u>	<u>Position</u>
Nancy Sterk	President
Douglas Springstead	Vice-President
Todd Metzler	Treasurer
Kay Butcher	Secretary
Sue Powers	Trustee
Michael VanBergen	Trustee

Administration

Joan T. Lundborg	Library Director
------------------	------------------

H&S Companies

Hendon & Slate, PC
Certified Public Accountants
Business Consultants

Library Board
Hart Area Public Library
Hart, MI 49420

Independent Auditor's Report

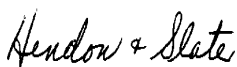
We have audited the accompanying basic financial statements of the Hart Area Public Library as of and for the year ended March 31, 2008 as listed in the accompanying table of contents. These financial statements are the responsibility of the Hart Area Public Library Board. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Hart Area Public Library as of March 31, 2008, and the changes in financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

Our audit is conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The required supplemental information listed in the table of contents as supplemental information is presented for purposes of additional analysis and is not a required part of the basic financial statements of Hart Area Public Library. This information has been subjected to procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

The management discussion and analysis included in the table of contents is presented for the purpose of additional analysis and is not a required part of the basic financial statements of Hart Area Public Library. We did not examine this data and, accordingly, do not express an opinion thereon.



Hendon & Slate, P.C.
Certified Public Accountants
Fremont Office
September 29, 2008

Grand Rapids
4575 Lake Michigan Dr. NW
Grand Rapids, MI 49546
Phone (616) 453-8551
Fax (616) 453-9352

Muskegon
4985 South Harvey Street
Muskegon, MI 49444
Phone (231) 798-1040
Fax (231) 798-8409

Fremont
711 West Main Street
Fremont, MI 49412
Phone (231) 924-6890
Fax (231) 924-4088
Toll Free (800) 924-6891

Montague
4538 Dowling Street
Montague, MI 49437
Phone (231) 893-6772

Hart
1550 N. Industrial Park Drive
Hart, MI 49420
Phone (231) 873-5611
Fax (231) 873-7033

www.hscompanies.com

HART AREA PUBLIC LIBRARY
Management's Discussion and Analysis (MD&A)
March 31, 2008

Using this Annual Report

This annual report consists of three parts- management's discussion and analysis (this Section, and the basic financial statements, and required supplementary information. The Basic Financial Statements include information that presents two different views of the Library:

- D Notes A through H of the financial statements include information on the Library's General Fund under the modified accrual method. These Notes focus on current financial resources and provide a more detailed view about the accountability of the Library's sources and uses of funds.
- D Notes I through L of the financial statements include information required for reporting under the full-accrual method.
- D Note L of the financial statements represents adjustments necessary to convert the fund financial statements to government-wide financial statements under the full-accrual method.
- D Note L provides both long-term and short-term information about the Library's overall financial status. The statement of net assets and statement of activities provide information about the activities of the Library as a whole and present a longer-term view of the Library's finances. These statements tell how these services were financed in the short-term as well as what remains for future spending.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements.

Management's Discussion & Analysis (Continued)

Condensed Financial Information

The table below provides key financial information in a condensed format for the current year and the prior year:

	<u>2008</u>	<u>2007</u>
Current Assets	\$ 596,596	\$ 573,734
Capital Assets	<u>1,423,278</u>	<u>1,464,021</u>
Total Assets	2,019,874	2,037,755
Long-Term Debt	780,000	815,000
Other Liabilities	<u>5,714</u>	<u>5,706</u>
Total Liabilities	<u>\$ 785,714</u>	<u>\$ 820,706</u>
Net Assets:		
Invested in Capital Assets, Net of Debt	\$ 643,278	\$ 649,021
Restricted	517,242	497,029
Unrestricted	<u>73,640</u>	<u>70,999</u>
Total Net Assets	<u><u>\$ 1,234,160</u></u>	<u><u>\$ 1,217,049</u></u>
Revenue:		
Property Taxes	\$ 236,442	\$ 226,107
State Sources	9,392	11,389
Penal Fines	66,695	70,142
Other	<u>53,863</u>	<u>57,934</u>
Total Revenue	366,391	365,572
Expenses- Library Services	<u>349,279</u>	<u>323,411</u>
Change in Net Assets	<u><u>\$ 17,112</u></u>	<u><u>\$ 42,161</u></u>

The Library as a Whole

Our analysis of the Library's major fund is included in Pages 6 and 7 in the first column of the respective statements. The fund column provides detailed information about the most significant fund - not the Library as a whole. The Library Board has the ability to create separate funds to help manage money for specific purposes, and to maintain accountability for certain activities, such as special property tax millages. The Library's major fund consists solely of the General Fund.

The fund balance of the General Fund increased during the year by \$48,230 (or 9.2%) partially due to the increase tax revenue, donations, interest income and lower than budgeted acquisitions and professional fees.

Management's Discussion & Analysis (Continued)

Library Budgetary Highlights

Over the course of the year, the Library Board amended the budget to take into account events that occurred during the year. The most significant amendments occurred in grant revenues, professional/contract fees, and equipment expenditures.

The largest budget increase was in professional/contract fees. This was due to several additional small expenses that were not included in the original budget.

Capital Assets and Debt Administration

At the end of the fiscal year, the Library had just under \$2 million invested in building, furniture and equipment, computers, and books and materials. The Library added over \$42,000 in new collections items consisting of new books and periodicals, various audio/visual materials, and the music collections, as well as over \$5,000 in new equipment, mainly computers, and over \$12,000 in building improvements (attic repair and new louvers) .

No debt was issued during the fiscal year. The Library's indebtedness totaled \$ 780,000 at March 31, 2008.

Economic Factors and Next Year's Budgets and Millage Rates

The original Millage authorized for the library operations was 2 mills per thousand dollars of taxable value. After adjustment for the Headlee rollback, the actual 2007 millage rate is 1.9578 mills.

The Library has budgeted for an increase in 2008-2009 with the largest increase in revenues going to taxes. The largest increases to expenditures are budgeted to be for supplies and wages.

The Library remains concerned about the current economic situation in Michigan and in the country. Based on the economy, this could impact tax revenues, state aid, donations, and interest rates.

HART AREA PUBLIC LIBRARY

Governmental Funds Balance Sheet/Statement of Net Assets March 31, 2008

	General Fund	Adjustments*	Statement of Activities
Assets			
Cash and Certificates of Deposit	\$ 550,263	\$ -	\$ 550,263
Due From Other Governmental Units	25,233	-	25,233
Pledges Receivable, Net of Allowance for Doubtful Accounts	-	21,100	21,100
Capital Assets, Net of Accumulated Depreciation	-	1,423,278	1,423,278
Total Assets	<u>\$ 575,496</u>	<u>1,444,378</u>	<u>2,019,874</u>
Liabilities and Fund Equity			
Liabilities			
Accounts Payable	\$ 5,714	\$ -	\$ 5,714
Long-Term Liabilities:			
Capital Lease, Due Within One Year	-	40,000	40,000
Capital Lease, Due After One Year	-	740,000	740,000
Total Liabilities	<u>5,714</u>	<u>780,000</u>	<u>785,714</u>
Fund Balance/Net Assets			
Fund Balances			
Unreserved, Undesignated	468,322	(468,322)	-
Unreserved, Designated	27,820	(27,820)	-
Reserved	73,640	(73,640)	-
Total Fund Balances	<u>569,782</u>	<u>(569,782)</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 575,496</u>		
Net Assets:			
Invested in Capital Assets, Net of Related Debt		643,278	643,278
Unrestricted		517,242	517,242
Restricted		73,640	73,640
Total Net Assets		<u>\$ 1,234,160</u>	<u>\$ 1,234,160</u>

*Notes to the Financial Statements provide the details for main components of the adjustments.

The Notes to the Financial Statements are an integral part of this statement.

HART AREA PUBLIC LIBRARY

Statement of Governmental Revenue, Expenditures, and Changes in Fund Balance/Statement of Activities March 31, 2008

	General Fund	Adjustments*	Statement of Activities
Revenue			
Local Sources			
Taxes	\$ 236,442	\$ -	\$ 236,442
Contract Fees	20,354	-	20,354
Penal Fines	66,695	-	66,695
Interest	12,511	-	12,511
Fines	5,498	-	5,498
Donations- Memorials	11,000	90	11,090
Building Fund	1,359	-	1,359
Refunds/Reimbursements	5,856	-	5,856
Copy Fees	3,117	-	3,117
Grants	2,500	-	2,500
Gain (Loss) on Sale of Assets	-	(9,622)	(9,622)
Other	1,200	-	1,200
Total Local Sources	366,531	(9,532)	356,999
State Sources			
State Aid	6,092	-	6,092
State Grants	3,300	-	3,300
Total State Sources	9,392	-	9,392
Total Revenues	375,923	(9,532)	366,391
Expenditures			
Salaries and Wages	101,702	-	101,702
Payroll Taxes	7,781	-	7,781
Retirement	2,495	-	2,495
Acquisitions - Books, Periodicals, A V & Special	40,611	(40,611)	-
Bad Debts Expense	-	23,926	23,926
Utilities	24,602	-	24,602
Repairs and Maintenance	18,750	(14,067)	4,683
Insurance	5,714	-	5,714
Supplies	12,035	-	12,035
Education	1,277	-	1,277
Tax Tribunal Refunds	175	-	175
Professional and Contracted Services	35,526	-	35,526
Printing and Publishing	661	-	661
Capital Lease - Principal	35,000	(35,000)	-
Capital Lease - Interest	35,790	-	35,790
Building and Additions	619	-	619
Equipment	4,793	(3,812)	981
Depreciation	-	91,150	91,150
Miscellaneous	162	-	162
Total Expenditures	327,693	21,586	349,279
Excess Revenue Over (Under) Expenditures	48,230	(31,118)	17,112
Fund Balance/Net Assets April 1	521,552	695,497	1,217,048
Fund Balance/Net Assets March 31	\$ 569,782	\$ 664,378	\$ 1,234,160

*Notes to the financial statements provide the details for main components of the adjustments.

The Notes to the Financial Statements are an integral part of this statement.

HART AREA PUBLIC LIBRARY

Notes to the Financial Statements

March 31, 2008

NOTE A NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of Hart Area Public Library conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The following is a summary of the significant accounting policies:

1. REPORTING ENTITY

Hart Area Public Library was organized in 1967 to provide services for the City of Hart, Hart Township, Eldbridge Township, Golden Township and Weare Township. In 1977, the Library was re-established as a District Library when the City of Hart and Hart Township filed resolutions under Public Act 164. The Library's Board consists of six board members appointed by the City of Hart and Hart Township. The Hart Area Public Library is a separate reporting entity.

The financial statements include all activities of the Library. There are no governmental department, agencies, institutions, commissions, public authorities or organizations within the Library, which is appointed officials may exercise oversight responsibility, that have been excluded. Oversight responsibility is considered to be derived from the Library's power and includes, but is not limited to, financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations and accountability for fiscal matters.

Also using the same criteria above, the Library's financial statements include the accounts for all Library operations.

2. BASIS OF PRESENTATION

The Library's basic financial statements include both government-wide (reporting the Library as a whole) and fund financial statements (reporting the Library's major funds).

Government-Wide Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. The statement of net assets includes and recognizes all long-term assets and receivables as well as long-term debt and obligations.

Notes to the Financial Statement (Continued)

The Library's net assets are reported in three parts - invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets.

The effect of interfund activity has been eliminated from the government-wide financial statements. Also, there are no fiduciary funds included in the government-wide statements.

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Library considers revenue to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when the payment is due.

Property taxes, state shared revenue, penal fines and interest are considered to be susceptible to accrual and so have been recognized as revenue of the current fiscal period. Grants and similar awards are recognized as revenue as soon as all eligibility requirements imposed by the grantor or provider have been met. Deferred revenues arise requirements imposed by the grantor or provider.

The Library reports on the following major governmental funds:

General Fund - This fund is used to account for all financial transactions not accounted for in another fund, including the general operating expenditures of the local unit. Revenues are derived primarily from intergovernmental revenues.

3. CAPITAL ASSETS

Capital Assets are defined by the Library as assets with an initial cost of more than \$1,000. Such assets are recorded at historical cost or estimated historical cost. Donated assets are reported at estimated fair market value at the date of donation. Additions, improvements, and other capital outlays that significantly extend the useful life on an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis not below 15% of the original value over the following estimated useful lives:

Notes to the Financial Statement (Continued)

Building and Improvements	30 Years
Furniture and Office Equipment	10 Years
Computers and Peripheral Equipment	5 Years
Library Books and Materials	5 Years

4. PROPERTY TAXES

Property taxes are levied on December 1st based on the taxable valuation of the property as of the preceding December 31st. Taxes are considered delinquent on March 1st of the following year. The Townships and City bill and collect the property taxes.

5. CASH AND CASH EQUIVALENTS

The Library's cash and cash equivalents are considered to be cash on hand, demand deposits and short term investments, if any, with original maturities of three months or less from date of acquisition.

6. USE OF ESTIMATES

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

7. COMPENSATED ABSENCES (VACATION AND SICK LEAVE)

It is the Library's policy to permit employees to accumulate earned but unused sick and vacation pay benefits. There is no liability for unpaid accumulated sick leave or vacation pay since the Library does not have a policy to pay any amounts when employees separate from service with the Library.

8. LONG-TERM OBLIGATIONS

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable debt and other long-term obligations are reported as liabilities in the applicable governmental activities statement of net assets. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported as deferred charges and amortized over the term of the related debt. In the fund financial statements, governmental fund types recognized bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources, while discounts are reported as other financing uses. Issuance costs are reported as debt service expenditures.

Notes to the Financial Statement (Continued)

9. FUND EQUITY

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose.

Designation of fund balance represents tentative management plans that are subjective to change.

NOTE B DEPOSITS

Legal or Contractual Provisions for Deposits and Investments. The Michigan Political Subdivisions Act No. 20, Public Acts of 1943, as amended through December 31, 1997, states the Library by resolution, may authorize the Treasurer to invest surplus funds in one or more of the following:

1. Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States.
2. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution complies with subsection(2).
3. Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
4. Repurchase agreements consisting of instruments listed in subdivision (a).
5. Bankers' acceptances of United States Banks.
6. Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
7. Mutual funds registered under the Investment Company Act of 1940, Title I of Chapter 686, 54 Stat. 789, 15 U.S.C. 81a-1 to 801-3 and 80a-4 to 80a-64, with the authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
 - a. The purchase of securities on a when-issued or delayed delivery basis.
 - b. The ability to lend portfolio securities as long as the mutual fund receives collateral all times equal to at least 100% of the securities loaned.
 - c. The limited ability to borrow and pledge a like portion of the portfolio's or assets for temporary or emergency purposes.
8. Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the Urban Cooperations Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
9. Investment pools organized under the surplus funds Investment Pool Act, 1982 PA 367, 129.111 to 129.118.
10. The investment pools organized under the local government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.

Notes to the Financial Statement (Continued)

The Library funds are held at Huntington Bank, Fifth Third Bank, West Shore Bank, and Shelby State Bank and are carried at cost and consisted of the following:

General Fund	<u>Carrying Value</u>	<u>Market Value</u>
Cash on Hand	\$ 50	\$ -
Checking-Huntington	4,006	13,257
Money Market - Huntington	162,649	162,649
CD - Huntington	5,079	5,079
Building Money Market - Huntington	68,475	68,475
CD's - West Shore Bank	63,651	63,651
CD's - Shelby State Bank	45,198	45,198
Money Market - Fifth Third	201,155	201,155
Total Deposits	<u>\$ 550,263</u>	<u>\$ 559,464</u>
FDIC Insured	\$ 117,934	\$ 127,185
Uninsured	50	-
Money Market Funds	432,279	432,279
Total Deposits	<u>\$ 550,263</u>	<u>\$ 559,464</u>

The Library believes that due to the dollar amounts of cash deposits and the limits of FDIC insurance, it is impractical to insure all bank deposits. As a result, the Library evaluates each financial institution with which it deposits library funds and assesses the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as

Investments are normally categorized to give an indication of the level of risk assumed by the Library; however, money market funds are not categorized because they are not evidenced by securities that exist in physical or book entry form. Management believes the investments in the funds comply with the investment authority noted above.

NOTE C DUE FROM OTHER GOVERNMENTAL UNITS/DEFERRED REVENUE

Receivables at March 31, 2008 consisted of the following:

City of Hart	13,303
Hart Township	11,930
Total Due from Other Governmental Units	<u>\$ 25,233</u>

NOTE D RISK MANAGEMENT

The Library is exposed to various risks of loss related to property loss, torts, errors and omissions, employee injuries, as well as medical benefits provided to employees. The Library maintains commercial insurance coverage for each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Library. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

Notes to the Financial Statement (Continued)

NOTE E STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

The General Fund is under formal budgetary control. The budget shown in the financial statements for this fund was prepared on a basis not significantly different from the modified accrual basis used to reflect actual results and consists only of those amounts contained in the formal budget approved and amended by the Board.

P.A. 621 of 1978, Section 18(1), as amended, provides that a local unit shall not incur expenditures in excess of the amount appropriated. During the year ended March 31, 2008, the Library did not incur material over-expenditures.

In the body of the financial statements, the Library's actual expenditures and budgeted expenditures for the budgetary fund has been shown on a functional basis. The approved budget for this budgetary fund was adopted at the line item level.

NOTE F ENDOWMENT FUND

The Community Foundation for Muskegon County holds an endowment fund which has been earmarked for Hart Area Public Library. The fund was created by a \$10,000 donation from a donor to the endowment during 2003 with subsequent donations and investment earnings. The value of this fund at March 31, 2008 was \$18,629.

NOTE G SIMPLE IRA PENSION PLAN

Description of plan—Beginning January 1, 2005, the Library began offering a Simple IRA plan through American Funds to eligible employees. To become eligible, the employee must have at least six months of employment and a minimum salary of \$5,000.

Funding Policy and Annual Cost - The obligation to contribute to and maintain the system for these employees was established by the Library's personnel policy, which does not require employees to contribute to the plan. The Library will contribute a match of up to 3%. Contributions totaling \$2,495 were made during the year ended March 31, 2008.

NOTE H FUND EQUITY

Reserved Fund Balances – Reserves of fund equity represent portions of fund equity not appropriated for expenditure or legally segregated for specific future use.

Designated Fund Balances – Designations of equity are used to show the amounts within unreserved equity which are intended to be used for specific purposes but are not legally restricted.

When both restricted and unrestricted resources are available for use, it is the Library's policy to use restricted resources first, then unrestricted resources as they are needed.

Notes to the Financial Statement (Continued)

The changes in the reserved and designated fund balances are as follows:

	Balance <u>4/1/2007</u>	<u>Revenues</u>	<u>Expenses</u>	Balance <u>3/31/2008</u>
<u>Reserved Fund Balances</u>				
Memorials – Robinson	\$ 5,589	\$ 238	\$ -	\$ 5,827
Building Fund	65,411	3,080	619	67,872
<u>Designated Fund Balances</u>				
Capital Improvements	7,062	116	-	7,178
Stabilization	20,308	334	-	20,642
Total Reserved and Designated Fund Balances	<u>\$ 98,370</u>	<u>\$ 3,768</u>	<u>\$ 619</u>	<u>\$ 101,519</u>

NOTE I **CAPITAL ASSETS**

A summary of capital asset activity for the fiscal year ended March 31, 2008 follows:

	Balance <u>4/1/2007</u>	<u>Additions</u>	<u>Retire/ Reclass</u>	Balance <u>3/31/2008</u>
<u>Capital Assets</u>				
Land & Improvements	\$ 12,120	\$ -	\$ -	\$ 12,120
Buildings & Improvements	1,286,984	12,642	-	1,299,626
Equipment	126,765	5,237	29,636	102,366
Furniture	124,490	-	-	124,490
Library Books & Materials	412,067	42,151	20,597	433,621
Totals at Historical Cost	<u>1,962,426</u>	<u>60,030</u>	<u>50,233</u>	<u>1,972,223</u>
<u>Less Accumulated Depreciation for:</u>				
Land & Improvements	878	343	-	1,221
Buildings & Improvements	105,851	36,554	-	142,405
Equipment	86,495	10,115	23,103	73,507
Furniture	32,570	10,582	-	43,152
Library Books & Materials	272,612	33,556	17,507	288,661
Total Accum. Deprec.	<u>498,406</u>	<u>91,150</u>	<u>40,610</u>	<u>548,946</u>
Capital Assets, Net	<u>\$ 1,464,020</u>	<u>\$ (31,120)</u>	<u>\$ 9,623</u>	<u>\$ 1,423,277</u>

Depreciation expense charged to the General Fund for the year was \$91,150.

NOTE J **CHANGES IN LONG-TERM DEBT**

Building Construction

The City of Hart Building Authority (“Lessee”) will construct and equip for approximately \$950,000 a building to be located on property owned by the Lessor. The City of Hart and Lessee have entered into a Full Faith and Credit general Obligation Lease Contract whereby the City will lease the facility from the Building Authority.

Notes to the Financial Statement (Continued)

On January 29, 2003, the City of Hart and the Hart Area Public Library entered into an agreement whereby the Hart Area Public Library agreed to sublease the facilities as described above to be used for the legitimate public purpose of providing library services to the jurisdictional boundaries of the City. The Library promises to pay semi-annual lease payments to the City in an amount at all times to provide a sum sufficient to allow the City to make the semi-annual cash rental payments to the Building Authority. The Library pledges its limited tax, full faith and credit, general obligation to the payment of the rentals pursuant to the sublease, subject to the statutory and constitutional limits on the taxing power of the Hart Area Public Library. At the end of the lease term, the building and land will revert to the District.

Outstanding Debt

A summary of the Library's long-term debt outstanding at March 31, 2008 follows:

	Balance 4/1/2007	Borrowings (Payments)	Balance 3/31/2008	Due Within One Year
Capital Lease – due in annual installments of \$35,000 to \$70,000 through June 2022; Interest payable semiannually at 3.5% to 5.0%	\$ 815,000	\$ (35,000)	\$ 780,000	\$ 40,000
Total Long-Term Debt	<u>\$ 815,000</u>	<u>\$ (35,000)</u>	<u>\$ 780,000</u>	<u>\$ 40,000</u>

Debt Requirements

The annual requirements to amortize the debt outstanding at March 31, 2008 including both principal and interest are as follows:

Capital Lease- 2004 Library Building			
March 31:	Principal	Interest	Total
2009	\$ 40,000	\$ 34,477	\$ 74,477
2010	40,000	33,077	73,077
2011	40,000	31,627	71,627
2012	40,000	30,078	70,078
2013	45,000	28,344	73,344
2014-2018	255,000	109,930	364,930
2019-2023	320,000	41,205	361,205
Total	<u>780,000</u>	<u>308,738</u>	<u>1,088,738</u>
Total Payments	\$ 1,088,738		
Less: Interest	<u>308,738</u>		
Principal Balance of Capital Leases	<u>\$ 780,000</u>		

Interest Expense of the Library for the year ended amounted to \$35,790.

Notes to the Financial Statement (Continued)

NOTE K PLEDGES RECEIVABLE

Pledges receivable represent amounts pledged on a specific date to be received by the Library over a period of more than one year. These funds are reported as revenues in the period received under the modified accrual method of accounting. In the government-wide financial statements, the revenue would be reported in the first year of the pledge and the receivable reduced for the amounts received each year (using the full-accrual method of accounting.)

General Public

Pledges receivable represent unconditional promises to give by donors. Current pledges receivable are expected to be collected during the next performance year. The balance of pledges receivable as of March 31, 2008, is \$21,100.

Governmental Units

In 2004, Hart Area Public Library entered into an agreement with local townships using the Library facilities to help with the cost of the new building. Two townships agreed to pay a set amount per year for 20 years.

	General <u>Public</u>	<u>Crystal</u>	<u>Governmental Units</u> <u>Weare</u>	<u>Total</u>
Balance of Promise to Give, April 1, 2007	\$ 23,926	\$ 12,800	\$ 9,750	\$ 46,476
Amount Received in 2008	-	(800)	(650)	(1,450)
Balance 2008	23,926	12,000	9,100	45,026
Less Doubtful accounts written-off	(23,926)	-	-	(23,926)
Net Balance 2008	\$ -	\$ 12,000	\$ 9,100	\$ 21,100

NOTE L RECONCILIATION OF FUND FINANCIAL STATEMENTS TO GOVERNMENT-WIDE FINANCIAL STATEMENTS

Total fund balance and the net change in fund balance of the Library's governmental fund differs from net assets and statement of the governmental activities reported in the statement of net assets and statement of activities. This difference primarily results from the long-term economic focus of the statement of net assets and statement of activities versus the current financial resources focus of the governmental fund balance sheet and statement of revenue, expenditures, and change in fund balance. The following are reconciliation of fund balance to net assets and the net change in fund balance to the net change in net assets:

Total Fund Balance- Modified Accrual Basis	\$ 569,782
Amounts reported in the statement of net assets are different because:	
Pledges receivable are reported as income in the year of the pledge for full accrual reporting, net of allowance for doubtful accounts	21,100
Capital Assets are not financial resources, and are not reported in the funds, net of accumulated depreciation	1,423,278
Long-term liabilities are not due and payable in the current period and are not reported in the funds	(780,000)
Net Assets of General Fund- Full Accrual Basis	<u>\$ 1,234,160</u>

Notes to the Financial Statement (Continued)

Net change in Fund Balances – Modified Accrual Basis	\$ 48,230
Amounts reported in the statement of activities are different because:	
Pledges received in the current year were previously reported as income for full accrual reporting.	(1,450)
Bad debt in the current year for income reported in prior year.	(23,926)
Capital outlays are reported as expenditures in the statement of revenue, expenditures, and changes in fund balance; in the statement of activities, these costs are allocated over their useful lives as depreciation:	
Library books and materials	42,151
Capital Outlay	17,879
Depreciation	(91,150)
Loss of disposal of capital assets	(9,622)
Repayments of bond principal are reported as an expenditure in the fund Statements, but not in the statement of activities (where it reduces long-term debt)	35,000
Change in Net Assets of General Fund – Full Accrual Basis	<u>\$ 17,112</u>

HART AREA PUBLIC LIBRARY
Required Supplementary Information
Budgetary Comparison Schedule – General Fund
For the Year Ended March 31, 2008

	Originally Adopted <u>Budget</u>	Final Amended <u>Budget</u>	<u>Actual</u>	Favorable (Unfavorable)
Revenues				
Local Sources				
Taxes	\$212,000	\$212,000	\$236,442	\$ 24,442
Contract Fees	20,354	20,354	20,354	-
Penal Fines	65,000	65,000	66,695	1,695
Interest	5,500	5,500	12,511	7,011
Fines	4,500	4,500	5,498	998
Donations - Memorials	2,200	2,200	11,000	8,800
Building Fund	1,450	1,450	1,359	(91)
Refunds/Reimbursements	1,500	1,500	5,856	4,356
Copy Fees	2,750	2,750	3,117	367
Grants	-	2,500	2,500	-
Other	-	-	1,200	1,200
Total Local Sources	<u>315,254</u>	<u>317,754</u>	<u>366,531</u>	<u>48,777</u>
State Sources				
State Aid	3,000	6,000	6,092	92
State Grants	-	3,300	3,300	-
Total State Sources	<u>3,000</u>	<u>9,300</u>	<u>9,392</u>	<u>92</u>
Total Revenues	<u>318,254</u>	<u>327,054</u>	<u>375,923</u>	<u>48,869</u>
Expenditures				
Salaries & Wages	100,000	100,000	101,702	(1,702)
Payroll Taxes	8,000	8,000	7,781	219
Retirement	3,000	3,000	2,495	505
Acquisitions – Books	23,000	23,630	23,520	110
Acquisitions – Periodicals	4,500	4,500	3,750	750
Acquisitions – Audio-Visual	9,700	10,634	10,211	423
Acquisitions – Special	1,000	7,418	3,130	4,288
Utilities & Telephone	29,440	31,200	24,602	6,598
Repairs & Maintenance	10,000	13,803	18,750	(4,947)
Insurance	8,500	8,500	5,714	2,786
Supplies – Collection Main	2,750	3,000	2,776	224
Supplies – Computer	1,000	1,000	1,436	(436)
Supplies – Office	3,500	4,000	3,962	38
Supplies – Postage	1,500	1,500	1,407	93
Supplies – Promotional	1,500	1,800	1,308	492
Supplies - Maintenance	-	2,000	1,146	854
Education	1,500	1,500	1,277	223
Tax Tribunal Refunds	500	500	175	325
Professional & Contracted Serv.	34,600	46,184	35,526	10,658
Printing & Publishing	750	750	661	89
Capital Lease-Principal	35,000	35,000	35,000	-
Capital Lease-Interest	35,790	35,790	35,790	-
Miscellaneous	150	150	162	(12)
Buildings & Additions	-	-	619	(619)
Equipment	5,000	9,800	4,793	5,007
Total Expenditures	<u>320,680</u>	<u>353,659</u>	<u>327,693</u>	<u>25,966</u>
Excess Revenues Over (Under) Expenditures	(2,426)	(26,605)	48,230	74,835
Fund Balance – April 1	<u>463,555</u>	<u>463,555</u>	<u>521,552</u>	<u>57,997</u>
Fund Balance – March 31	<u>\$ 461,129</u>	<u>\$ 436,950</u>	<u>\$ 569,782</u>	<u>\$ 132,832</u>

H&S Companies

Hendon & Slate, PC
Certified Public Accountants
Business Consultants

September 29, 2008

Board of Directors
Hart Area Public Library
Oceana County, MI

Dear Board Members:

In planning and performing our audit of the financial statements of Hart Area Public Library as of and for the year ended March 31, 2008, in accordance with auditing standards generally accepted in the United States of America, we considered Hart Area Public Library's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies and other deficiencies to be material weaknesses.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the organization's ability to initiate, authorize, record, process, or report financial data reliably in accordance with the generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the organization's financial statements that is more than inconsequential will not be prevented or detected by the organization's internal control. We consider the following deficiencies to be significant deficiencies in internal control.

Grand Rapids
4575 Lake Michigan Dr. NW
Grand Rapids, MI 49546
Phone (616) 453-8551
Fax (616) 453-9352

Muskegon
4985 South Harvey Street
Muskegon, MI 49444
Phone (231) 798-1040
Fax (231)-798-8409

Fremont
711 West Main Street
Fremont, MI 49412
Phone (231) 924-6890
Fax (231) 924-4088
Toll Free (800) 924-6891

Montague
4538 Dowling Street
Montague, MI 49437
Phone (231) 893-6772

Hart
1550 N. Industrial Park Drive
Hart, MI 49420
Phone (231) 873-5611
Fax (231) 873-7033

www.hscompanies.com

Control Over Financial Statement Preparation

Hart Area Public Library's internal controls would not prevent or detect a material misstatement in the financial statements.

Controls over the Selection and Application of Accounting Principles that are in Conformity with Generally Accepted Accounting Principles

The Library currently does not have personnel available with sufficient expertise to select and apply the accounting principles necessary to prepare the financial statements and note disclosures contained in the audit report.

Computer controls and security

Controls should be in place to maintain the security of the Libraries information at all times. These controls should include maintaining computer passwords, requiring the changing of computer passwords on a regular basis, and preparing for disaster recovery.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control. We believe that the following deficiencies constitute material weaknesses:

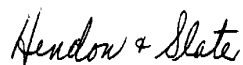
Inadequate Segregation of Duties over Cash Receipts

The Library Director is responsible for most aspects of cash receipts. The current method includes opening the mail, recording the receipts, preparing and making the bank deposits, and reconciling the bank accounts. The process of having the Treasurer review bank reconciliations is not sufficient to compensate for overall lack of segregation of duties.

This communication is intended solely for the information and use of management, and the board of director's of Hart Area Public Library and others within the department, and is not intended to be and should not be used by anyone other than these specified parties.

Thank you for the courtesy extended to us during the audit. We look forward to a continued relationship with Hart Area Public Library. If you have any questions regarding the audit report, this letter or any other communications, please do not hesitate to call.

Respectfully submitted,



Hendon & Slate, P.C.
Fremont, MI
September 25, 2008

H&S Companies

Hendon & Slate, PC
Certified Public Accountants
Business Consultants

September 29, 2008

To the Board of Directors
Hart Area Public Library
Hart, MI

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Hart Area Public Library for the year ended March 31, 2008, and have issued our report thereon dated September 29, 2008. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 16, 2008, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our meeting about planning matters on June 16, 2008.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Hart Area Public Library are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2007/2008. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the useful life of capitalized assets for calculation of the depreciation of those assets which is based on the entity's knowledge of the assets. We evaluated the key factors and assumptions used to develop the estimated useful lives in determining that it is reasonable in relation to the financial statements taken as a whole.

The disclosures in the financial statements are neutral, consistent, and clear.

Grand Rapids
4575 Lake Michigan Dr. NW
Grand Rapids, MI 49546
Phone (616) 453-8551
Fax (616) 453-9352

Muskegon
4985 South Harvey Street
Muskegon, MI 49444
Phone (231) 798-1040
Fax (231) 798-8409

Fremont
711 West Main Street
Fremont, MI 49412
Phone (231) 924-6890
Fax (231) 924-4088
Toll Free (800) 924-6891

Montague
4538 Dowling Street
Montague, MI 49437
Phone (231) 893-6772

Hart
1550 N. Industrial Park Drive
Hart, MI 49420
Phone (231) 873-5611
Fax (231) 873-7033

www.hscompanies.com

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatement

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. These misstatements have been outlined in an attachment to the management representation letter.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated September 29, 2008.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

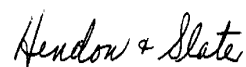
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. The following are comments and recommendations that we offer the Library regarding their accounting procedures:

Training

We have noticed that there is no cross-training between the director and anyone else within the Library. We recommend that someone is trained to be able to maintain the duties that are carried out by the director. This cross-training could be from several other employees being involved in different areas of the director's duties or one person being able to complete all the duties.

This information is intended solely for the use of the board of directors and management of the Hart Public Library and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



Hendon & Slate, P.C.
Certified Public Accountants
Fremont Office